

## Instruction Sheet for Gathering the High Cost Risk Pool Student Data

### **Column 1: ALL 4 SHEETS Student**

This is individual student data and students needs to be identified either by name or initials.

### **Column 2: Average Cost of Special Education Classrooms/Per Student:**

#### **Sheet 1**

#### **YOUR DISTRICT AVERAGE COST FOR A RESOURCE TEACHER/Per**

**Student:** The total salaries (don't forget the benefits) of ALL resource teachers in your district divided by the number of students as per your December 1 2006 child count, receiving services in a resource room. This gives you an average teacher cost per student in a resource room. **ADD to the average teacher cost per student**, the average costs of aides as per YOUR district salary schedule, serving students in a resource room setting. (Total number of aides X hours worked X salary per hour divided by the number of students in a resource setting in your district). **The average teacher cost per student + the average aide cost per student make up YOUR DISTRICT'S average cost per student for a resource room. (Column 2 of the form)**

#### **Sheet 2**

#### **YOUR DISTRICT AVERAGE COST FOR A SELF CONTAINED CLASSROOM**

**TEACHER/Per Student:** The total salaries (don't forget the benefits) of ALL self contained teachers in your district divided by the number of students as per your December 1 2006 child count receiving services in a self contained classroom setting. This gives you an average teacher cost per student in a self contained classroom. **ADD to the average teacher cost per student**, the average costs of aides as per YOUR district salary schedule, serving students in a self contained classroom setting. (Total number of aides X hours worked X salary per hour divided by the number of students in self contained classroom settings in your district). **The average teacher cost per student + the average aide cost per student make up YOUR DISTRICT'S average cost per student for a self contained classroom. (Sheet 2-Column 1 of the form)**

#### **Sheet 3**

#### **YOUR DISTRICT AVERAGE SALARY OF CLASSROOM TEACHERS IN**

**SPECIAL SCHOOLS/Per Student:** The total salaries (don't forget the benefits) of ALL special school teachers in your district divided by the number of students as per your December 1 2006 child count receiving services in a special school. This gives you the average teacher cost per student in a special school classroom. **ADD to the average teacher cost per student**, the average costs of aides as per YOUR district salary

schedule, serving students in a special school classroom setting. (Total number of aides X hours worked X salary per hour divided by the number of students enrolled in the special schools. **The average teacher cost per student + the average aide cost per student make up YOUR DISTRICT'S average cost for a special school classroom.** (Sheet 3-Column 1 of the form)

#### **Sheet 4**

#### **YOUR DISTRICT AVERAGE COST FOR A PRESCHOOL SPECIAL**

**EDUCATION CLASSROOM TEACHER/Per Student:** The total salaries (don't forget the benefits) of ALL Pre-School teachers in your district divided by the number of students as per your December 1 2006 child count receiving services in a Preschool Special Education classroom setting. This gives you an average teacher cost per student in a Preschool Special Education classroom. **ADD to the average teacher cost per student**, the average costs of aides as per YOUR district salary schedule, serving students in a Preschool Special Education classroom setting. (Total number of aides X hours worked X salary per hour divided by the number of students in Preschool Special Education classroom settings in your district). **The average teacher cost per student + the average aide cost per student make up YOUR DISTRICT'S average cost per student for a Preschool Special Education classroom.** (Sheet 4-Column 1 of the form)

**Column 3: ALL 4 SHEETS: Description of Unique Services as per Student IEP**  
A BRIEF, BUT COMPLETE description of the UNIQUE, direct special education and related services for each child that is identified in such child's IEP.

**Extraordinary Services and Costs could include any or several of services listed below:**

<i>Special Education Aide (One on One)</i>	<i>Interpreters</i>
<i>Social Worker</i>	<i>APE</i>
<i>Textbooks (Braille)</i>	<i>O&amp;M</i>
<i>Special Equipment</i>	<i>Nurse</i>
<i>Occupational Therapist</i>	<i>Counseling</i>
<i>Physical Therapist</i>	<i>Vision Specialist</i>
<i>Psychologists</i>	<i>Hearing Specialist</i>

**Column 4: ALL 4 SHEETS : Extraordinary Costs of Unique Services Provided to Each Student.**

1. This data is to be collected by Individual Student. **If services were not for the entire school year, prorate them accordingly. You cannot use average yearly costs in figuring those who did not receive services for the entire year.**

2. **Extraordinary paraprofessional costs** are calculated by determining the number of hours each paraprofessional works with the student X hourly rate as per your district

salary schedule for paraprofessionals. (normal paraprofessional cost are figured in the average cost per program in column 1)

3. Medical costs are also figured using the salary of the medical service provider and dividing by the number of students they serve.
4. This collection is on current students (2005-2006) that cost your district more than 3X the Average per pupil expenditure (\$14,286) for this year.
5. Legal fees, court costs, or other costs associated with a cause of action cannot be included.
6. Do not include administrative costs in your calculations.

**Column 5: ALL 4 SHEETS: Total Cost of Unique Special Education Services.**  
Add the average classroom costs (resource room, Self Contained, or Special School Classroom average) to the Extraordinary Costs.

**Column 6: ALL 4 SHEETS: Subtract any Reimbursement from Medicaid**  
Medicaid reimbursements must be subtracted from the total costs.

**Step 1:** *Identify by name students who are Medicaid eligible.*

**Step 2:** *Subtract 70% of reimbursement from total cost of students. Only 70% is subtracted because of district Medicaid match.*

**Column 7: ALL 4 SHEETS: Subtract 3 Times the average per pupil expenditure for Utah (\$14,286) from the Total Costs.   Preschool (\$10,659)**

**Column 8: ALL 4 SHEETS: Eligible Amount for Student Costs for Reimbursement**  
After subtracting \$14,286 and Medicaid from the total special education costs, you are left with an amount that would be eligible for reimbursement from the High Risk Pool.